



**Minutes of the Barrington Hills Village Communications Committee
Meeting Number 2, August 22, 2005
Final-Approved October 17, 2005**

Chairman Beth Mallen called the meeting to order on August 22, 2005, at 6:06 p.m. in the Barrington Hills Village Hall Training Room.

1. Roll Call of Members

Present:

Beth Mallen, Chairman
Nikki Panos, Vice Chairman
Lucinda Hanover, Member
Barbara Kemp, Recording Secretary
Maureen Prettyman, Member
Vicky Kelly, Member

Walter E. Smithe, Village Trustee Sponsor

Absent:

Dan Mjolsness, Member
Bob Kosin, Village Administrator, Sponsor

OLD BUSINESS

2. Minutes of Prior Meeting

The minutes of the prior meeting, August 9, 2005 Draft, were mailed with the agenda Beth prepared for the August 22, 2005 Meeting. Corrections were agreed upon: the spelling of Bob Kosin's name, and removal of duplication of Nikki Panos' name from the roll call. No other corrections were suggested. Lucinda made a motion to approve the minutes as amended, seconded by Maureen. Motion Approved. (6-0-1)

3. Mission

Lucinda Hanover led the team through the discussion of a revised Mission Statement which she prepared and sent to Beth ahead of the meeting. Lucinda suggested linking the five (5) Projects to the Mission calling them the Five key focus areas to accomplish the Mission. The Mission Statement was agreed upon with one minor change, the term PR was changed to Promotion. Lucinda will make the changes and email a copy to be attached to the minutes. **See Attachment 1.** Vicky made a motion to approve the Mission Statement as amended, Maureen seconded. Motion Approved. (6-0-1)

4. Specific Efforts

Vicky addressed the alignment of the Projects, now Focus Areas with Specific Efforts list from the last meeting. Vicky's recommendations were mailed with the meeting agenda. They were entitled, Specific Efforts of the Communications Committee. The document was open to discussion and agreement was reached on the changes. The titles were aligned with the Focus areas in the Mission Statement. Specific changes were agreed upon for the sections under Public Meetings and Special Events Item 2, External Promotions Items 1 and 2, and Technology Item 2. Vicky agreed to take the document to edit and share it for final approval at the next meeting. An email copy of Draft 2 will be attached to these minutes. **See Attachment 2.**

The team agreed to align primary and secondary team members to begin working on the Five Areas of Focus. The order of items does not represent priority. At any given time priority may change.

Focus Area	Primary	Secondary
1. Newsletter	Nikki Panos	Vicky Kelly
2. Website	Vicky Kelly	Nikki Panos
3. Public Meetings and Special Events	Lucinda Hanover	Maureen Prettyman
4. External Promotion	Maureen Prettyman	Lucinda Hanover
5. Technology	Barbara Kemp	Dan Mjolsness

Vicky made a motion to approve the change of titles and position of the Focus areas to align with the Mission Statement, and the Focus Areas relationship to primary and secondary team members as discussed. Maureen seconded. Motion Approved. (6-0-1)

5. Projects Newsletter Trustee Alignment

The Trustees and the Communications Committee alignment were discussed. The primary reporter names were confirmed and secondary names agreed upon. The reporters will gather information by taking turns attending the Village meetings in a rotational basis and sharing information with each of the key reporters. That means each Communications Committee member will be attending 2 Village meetings a year at a minimum. The schedule will be a topic for the next meeting. Nikki made a motion for approval of the alignment, seconded by Vicky. Motion Approved. (6-0-1)

Trustee Name	Village Responsibilities	Communications Reporter Volunteer 1	Secondary
Walter E. Smithe	Finance	Dan Mjolsness	Beth Mallen
Julie McKevitt	Roads and Bridges	Lucinda Hanover	Vicky Kelly
Fritz Gohl	Public Safety	Nikki Panos	Maureen Prettyman
George Schueppert	Building/Zoning/Insurance	Maureen Prettyman	Barbara Kemp
Ted Horne	Health / Environment Building/Grounds	Vicky Kelly	Nikki Panos
Steve Knoop	Planning	Barbara Kemp	Lucinda Hanover
Robert Abboud	Personnel	Beth Mallen	Dan Mjolsness

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6. Technology Report

Barbara presented status of the Technology research and handed out a document called the *Technology Report August 22, 2005*. **See Attachment 3.** After discussion, Beth Mallen requested that the Technology recommendation be tabled until after a Newsletter can be sent out asking for members of the community to step forward and volunteer. Beth has specific concerns related to bringing in "insiders" only for any Communications Committee work effort and she feels not everyone shares the sense of urgency. Walter Smithe who initially suggested the topic for Technology, and Bob Kosin who has experience with the topic, were not available for the discussion due to preparations for the Board of Trustees Meeting.

There was no vote taken on the Technology Report which is tabled until after a Newsletter is published inviting residents to participate.

NEW BUSINESS

7. Newsletter

Beth addressed the plan to get the Newsletter out within a month to allow for other work to go forward. News articles announcing the new Communications Committee and its Mission, Focus Areas and Specific Efforts will be part of the first edition of the new newsletter. Articles on each of the Focus Areas will be prepared and published, encouraging residents to participate.

- Nikki and Vicky are responsible to meet with Bob Kosin to get the details of how the Newsletter is published. They will recommend a due date and plan including budget.
- We each have to obtain the reports from each Trustee.
- There is a new Equestrian Committee and the Newsletter will introduce them to the residents.
- Beth brought a recent newsletter from another community which was reviewed for ideas. Barbara brought a copy of a McHenry County Environmental newsletter which has no mention of Barrington Hills' activities.
- The research by Nikki and Vicky will start the activities.
- The Committee recognizes the need for rapid communications to succeed in preparing a Monthly Newsletter and gaining Trustee approval before the next formal Communications Committee meeting.

8. Meeting Date and Time Re-Visited

Day and Time of Meetings: In general, the 4th Monday of each Month at 5:30 p.m., new start time to complete the agenda and allow for at least one person to attend the Village Trustees meeting that follows. The next meeting will be held in September, 2005 in the Village Training Room; date to be determined. After much discussion, the meeting dates and times are still aligned with the Trustees Monthly meeting schedule. **See Attachment 4.**

9. Dismissal:

Beth Mallen entertained a motion for dismissal at 8:15 p.m. The next meeting is on Monday, in September, 2005, at 5:30 p.m. Date to be announced. Lucinda so motioned and Vicky seconded. Motion Approved (6-0-1).

Meeting Adjourned

Approved: October 17, 2005 6-0-1
Communications Committee Meeting 2
August 22, 2005